

## Module 8

### Chapter 3

## Payroll Reject Reports

### Chapter Overview

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**Purpose** This procedure will guide the user through the steps to access, run, print, and read the Payroll Reject report.

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**Who Does It?** CIVDOD Personnelist

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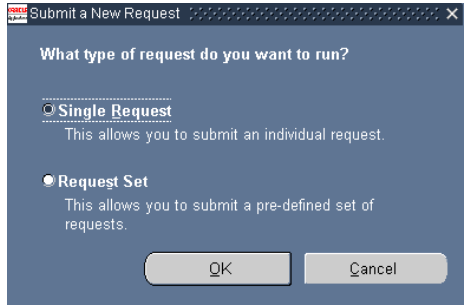
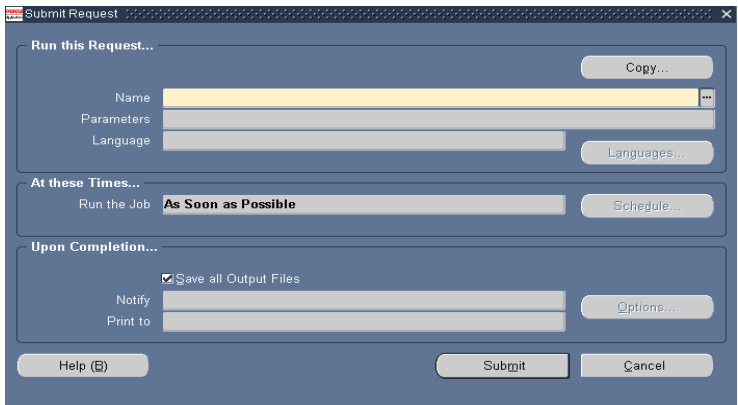
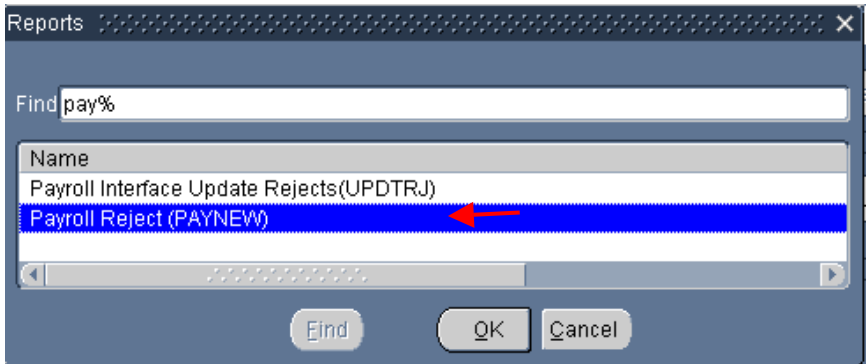
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### Before You Begin

- Payroll Reject notifications are returned to DCPDS on the day the transaction rejects at DCPS. The notifications are updated to the affected region when received by the EXITS server.
  - A daily recurring report process should be established to execute at the same time each day. The process will produce PAYNEW report formats for reject notifications that have been received since the last execution of the report.
  - Also known as “Returns to Personnel”, the reject notifications process against the employee’s DCPDS record to allow inclusion of current related information on the report.
  - Reports that were missed or lost may be recreated by executing a one-time execution with specific date parameters.
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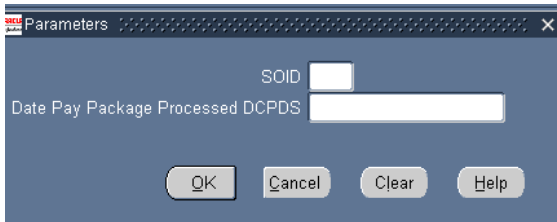
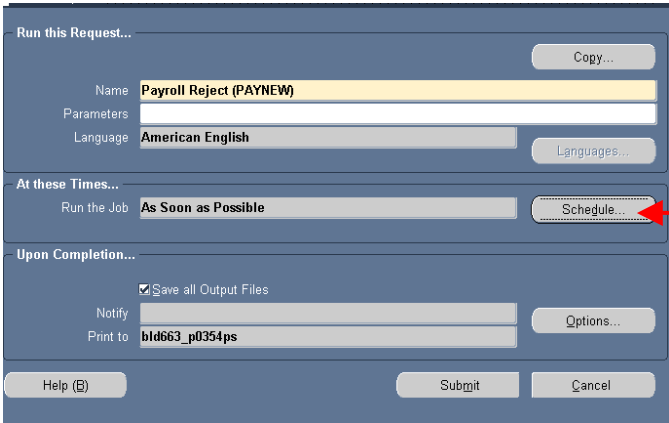
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## Processing the Payroll Reject Report

Step	Action
1	<b>Navigation Path &gt; Processes and Reports &gt; Submit Processes and Reports &gt; &lt;Open&gt;</b>
2	<p>Submit a New Request window opens, accept the Single Request default and click &lt;OK&gt;.</p> 
3	<p>Submit Request window opens with cursor in the <b>Name</b> data field, click the LOV icon.</p> 
4	<p>Select <b>Payroll Reject (PAYNEW)</b>, and then click &lt;OK&gt;. A parameter box will open.</p> 

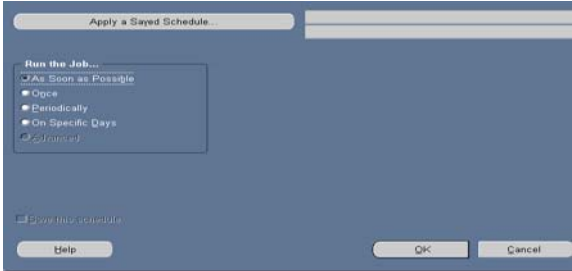

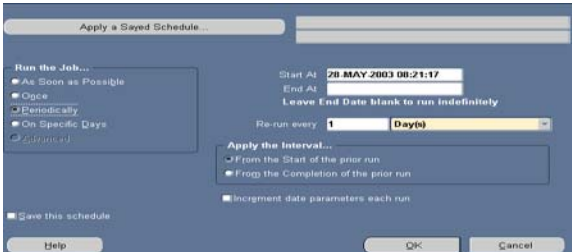

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## Processing the Payroll Reject Report, Continued

Step	Action
5	<p>Leave both fields blank if setting up the daily pre-scheduled report for the region. If not, input the SOID and the date received for the specific rejects to be reprinted. Click <b>&lt;OK&gt;</b>. <b>&lt;Clear&gt;</b> will remove values from fields. <b>&lt;Cancel&gt;</b> will close the parameters with no values saved.</p> 
6	<p>If processing with SOID and date parameters, the process may be executed with the default “As Soon as Possible” schedule. To setup a recurring run or specify the process execution date or time, click <b>&lt;Schedule&gt;</b>.</p> 

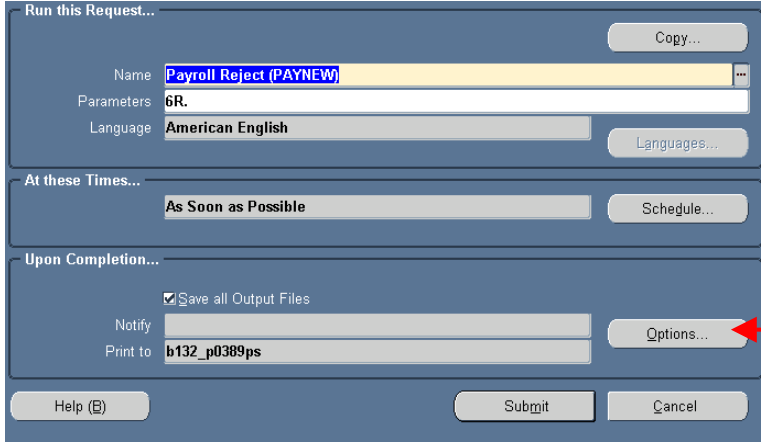
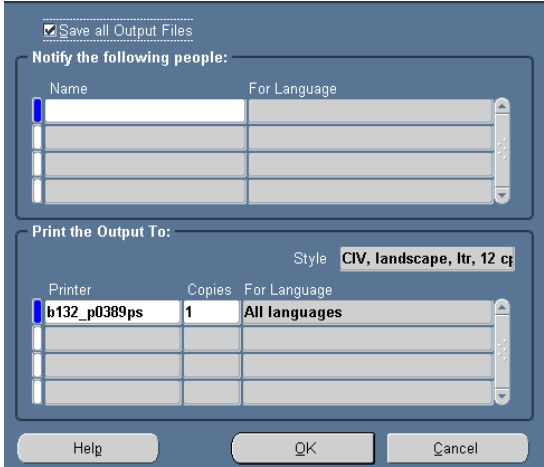
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## Processing the Payroll Reject Report, Continued

Step	Action
7	<p>Select the desired scheduling options in the <b>Run the Job</b> box. The parameters needed for each option will be provided as displayed in the screen views below. Complete the parameter values and click <b>&lt;OK&gt;</b>. <b>&lt;Cancel&gt;</b> will return user to the Submit Request screen without changing the <b>At These Times</b> parameter.</p> <div></div> <div></div> <div></div> <div></div>

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## Processing the Payroll Reject Report, Continued

Step	Action
8	<p><b>Upon Completion</b> parameters will allow printer designation and number of report copies desired. Click <b>&lt;Options&gt;</b> to open the parameter screen.</p>  <p>Select a printer from the LOV by clicking in the block reflecting the default printer. Set the number of copies required and click <b>&lt;OK&gt;</b>. As with other reports, changing the number of copies to 0 will allow for electronic storage of the selected reports.</p> 
9	<p>When all parameters are set as desired, click <b>&lt;Submit&gt;</b> to execute the report process.</p>

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## Sample of Payroll Reject Report

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K02416K0 42192 1012

 PERSONAL DATA - PRIVACY ACT OF 1974  
 REPORT ON INDIVIDUAL PERSON (PA)

AS OF: 03 JUN 2003

The following transaction has rejected or processed at payroll as indicated below. If the reason for error is PROC, the action was processed by payroll, but the data element in error must still be corrected via data element update or NOA, as appropriate. If the reason for error shows the action has been deleted, then the action must be input as if it were a new action. If the error message is other than PROC or a deletion, then correct or cancel. Ensure rejects are cancelled, corrected, or reinput immediately to ensure the employee is paid correctly and on time.

NAME/SSAN/ RECORD STATUS UIC/ORG STR CODE	NOA/CORR-NOA/DT-PAY-PROCSD EFF-DT/CORRECTED-EFF-DT	DATA ELEMENT IN ERROR/ VALUE FLOWED TO PAYROLL	PAYROLL OFF ID
Lester A. Employee 669-65-8954 APPR 42192/1012	TSP / / 02 JUN 2003 07-APR-2002 /	#1 73-TSP Rate #1 00 #2 74-TSP Empl Amt #2 0000	CH

### REASON FOR ERROR

#1 9001-Required Field(s) Not Entered  
 #2 9001-Required Field(s) Not Entered

RELATED DATA ELEMENTS FROM CURRENT EMPLOYEE RECORD ERROR#1:	RELATED DATA ELEMENTS FROM CURRENT EMPLOYEE RECORD ERROR#2:
RetireCod: K TSPStatus: Y TSPStatDt: 07-APR-2002 SCD TSP: 11-MAY-1991 TSP Rate: 6 TSPEmpAmt: TSP RateC: TSP RateF: TSP RateG: TSPeligDt:	RetireCod: K TSPStatus: Y TSPStatDt: 07-APR-2002 SCD TSP: 11-MAY-1991 TSP Rate: 6 TSPEmpAmt: TSP RateC: TSP RateF: TSP RateG: TSPeligDt:

REPORT NAME: PYREJ

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## Reading the Payroll Reject Report

A sample of the PAYNEW report is provided below.

Field Heading	Description
NAME/SSAN/	Self Explanatory. If this field reflects a SSAN with no name, the reject has not found a matching employee record on the region database. This could occur when an erroneous SOID or agency is entered in the payroll record.
RECORD STATUS	Identifies the type of record, appropriated, technician, etc.
PAS/OFFICE SYMBOL	Reflects the Air Force PAS Code or other agency Unit Identification Code (UIC) and the office symbol to which the employee is assigned. Data is from the current assignment.
NOA	NOA of the PAY500 transaction that rejected
CORR-NOA	Reflects the NOA being corrected or cancelled when the NOA value is 001 or 002.
DT-PAY-PROCSD	Date the transaction attempted to process to the payroll system
EFF-DT	Effective date of the PAY500 transaction that rejected.
CORRECTED-EFF-DT	This field is <b>NOT</b> used. DCPDS does not allow for correction of effective date.
DATA ELEMENT IN ERROR	Identifies the data field(s) that caused the transaction to reject. The two digit number is used in the reject format and allows for translation to the data field name. The reject report is formatted to reflect up to five data fields.
VALUE FLOWED TO PAYROLL	Directly under the identification of the data field causing the reject is the value that was resident in the PAY500 transaction.
PAYROLL OFFICE ID	Self Explanatory.
REASON FOR ERROR	Reflects up to five separate error messages, one for each of the data elements in error. The data fields and error messages are numbered to associate the data element with the cause. The four character code is used in the reject format and allows for translation of the error message.
RELATED DATA ELEMENTS FROM CURRENT EMPLOYEE RECORD ERROR# :	Reflects current employee record information that is associated with the data field that caused the error condition. Each data field has a specific list of related information that will assist in researching the cause of the problem. Up to five entries of related data will be reflected, one for each data field in error.

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## Reading the Payroll Reject Report, Continued

Payroll Reject Error Message Numbers and Definitions	
Error Message Number	Translation: Further Explanation
1005	<p>EMPLOYEE IS INELIGIBLE</p> <p>An attempt was made to input data for which an employee is not eligible. Verify associated elements. Examples:</p> <ul style="list-style-type: none"> <li>▪ Post Differential – No valid for GEOLOC</li> <li>▪ Severance Pay – Not valid for annuitant status</li> <li>▪ FEGLI/FEHB participation not valid for citizenship code</li> <li>▪ Thrift Savings Plan (TSP) or TSP eligibility date is not valid for employee's retirement code or citizenship code.</li> <li>▪ Disability retirement not valid for retirement codes 2, 4, or 5.</li> </ul>
1006	<p>EXCEEDS MAXIMUM AMOUNT/PERCENTAGE</p> <p>The amount/percentage field exceeds the maximum amount or percentage allowed for the entitlement.</p>
1016	<p>CODE/NUMBER NOT FOUND</p> <p>The code or number (NOAC, FEHB, etc.) does not exist. Verify the entry. If code is valid, contact Component systems representative.</p>
1051	<p>CANNOT PROCESS – FUTURE EFFECTIVE DATE</p> <p>If this message is received, contact user's Component system representative immediately. DCPDS is not supposed to write projected transaction to DCPS.</p>
2035	<p>INVALID TSP STATUS CODE-ELIGIBILITY DATE COMBINATION</p> <p>TSP status code and eligibility date combination is invalid. TSP eligibility dates must always be the 1st day of a pay period (unless it's the EOD date due to the employee being eligible upon new hire). Take corrective action to ensure correct flow to payroll.</p>
3004	<p>UNABLE TO PROCESS – NOA NOT COMPATIBLE WITH PRIOR TRANSACTION/DUPLICATE PERSONNEL TRANSACTION</p> <p>The input NOAC does not correspond with any prior transaction: Most commonly received as a result of a subsequent extension or termination action. General, payroll maintains 13 pay periods in their current database. If the effective date on a non-permanent action was prior to the 13 pay period timeframe, it may no longer be on the active pay file. EXAMPLE:</p> <p style="padding-left: 40px;">If the error is no NOAC 932 (Termination of Detail), DCPS does not have this employee on a detail NTE. If the 932 is valid, contact the payroll office for manual assistance.</p> <p>Duplicate transaction: The combinations of NOAC and effective date have already been processed in the payroll file. Validate via on-line query for DCPS and DCPS view and/or contact payroll office for verification.</p>

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**Reading the Payroll Reject Report, Continued**

<b>Payroll Reject Error Message Numbers and Definitions</b>	
<b>Error Message Number</b>	<b>Translation: Further Explanation</b>
3005	<p>UNABLE TO PROCESS – NO MATCHING TRANSACTION FOUND</p> <p>The original NOAC being Cancelled (001) or Corrected (002) was either never processed via payroll interface or is beyond the 13 pay period window on the file.</p>
3006	<p>UNABLE TO PROCESS – SEPARATION ALREADY PROCESSED</p> <p>Separation transaction has already processed. An additional separation NOAC with a different effective date is being received by DCPS. If this error message is received and the action was not produced by PTI 1PI, contact user's Component system representative immediately.</p>
3007	<p>TSP DEDUCTION INCREASE NOT ALLOWED – TAX DEBT EXISTS</p> <p>Employee is indebted to IRS and IRS has requested a garnishment against the employee's pay. Employee cannot increase TSP deduction until the tax levy is satisfied. Transaction <b>CANNOT</b> be resent to DCPS. DCPDS must be changed back to previous deduction amounts and the employee notified.</p>
3008	<p>SUSPENDED TRANSACTION HAS BEEN DELETED</p> <p>Transactions are "held" for two pay cycles when rejects occur. When no corrective action is sent to cause subsequent consummation on the DCPS file, the action id deleted. Verify DCPDS personnel data for accuracy – taking corrective action as necessary. Reflow the initial transaction.</p> <p>If action was correct on the personnel side, contact payroll technician to coordinate manual update by payroll.</p>
3023	<p>EMPLOYEE CURRENTLY SERVICED BY ANOTHER AGENCY</p> <p>DCPS will not accept a transaction from a different servicing Component unless the transaction is a specific NOAC. This edit was added to DCPS to prevent employees from separating if a late separation comes in, and the employee was already rehired on the same database. Personnel should notify the payroll office of the action as they are being done for employees transferring from one DD to another DD.</p>
9000	<p>INVALID VALUE IN FIELD(S)</p> <p>Input is not valid for field(s) listed. For example, during FEHB Open Season, code values may change for a given carrier. DCPDS table values are changed centrally via system patch or release. DCPDS effect corresponding changes to payroll table values. FEHB mass converters are not possible in DCPDS. Individual record updates are necessary to reflect new code values. If these changes are not effected, invalid FEHB codes will flow to DCPS on the next and subsequent transactions.</p>

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**Reading the Payroll Reject Report, Continued**

<b>Payroll Reject Error Message Numbers and Definitions</b>	
<b>Error Message Number</b>	<b>Translation: Further Explanation</b>
9001	<b>REQUIRED FIELD(S) NOT ENTERED</b> Transaction is missing necessary data to correctly process. Data fields most likely contained spaces or zeroes in error. Verify DCPDS record for accuracy. Take corrective action if necessary to ensure correct flow to payroll.
9002	<b>EMPLOYEE SSAN NOT FOUND</b> No records exist for this employee SSAN. Either the employee is not in the payroll database or an incorrect employee SSAN has been entered. Verify the correct SSAN. If the SSAN is in error on the personnel file, take corrective action immediately. Also check to ensure the record contains the correct Payroll Office ID (DIN JAP). If the personnel record is correct, contact the payroll technician to identify the cause of the problem and coordinate the appropriate corrective action.
9003	<b>INVALID DATE(S)</b> An invalid date has been entered in a date field. For all dates, entry must be numeric YYMMDD format and compatible (month 01 to 12 and day 01 to 28/31, depending on the month).  In addition, certain actions/data elements require a pay period beginning or ending date or a prior, current, or future pay period date. <b>EXAMPLE:</b> <ul style="list-style-type: none"> <li>▪ Start TSP Contribution – Must be a pay period beginning date</li> <li>▪ Termination of TSP – Must be a pay period ending date</li> <li>▪ TSP Eligibility Date – Must be the first pay period in January or July (Open Season)</li> </ul>
9004	<b>INVALID ATTEMPT TO ADD CHANGE DELETE OR VIEW</b> A “LOSS” transaction has attempted to process to DCPS with both a gaining and losing DCPS Payroll Office ID included in the transaction and the NOAC is not 5##, 702, 713, 721, 740, 790, 792 or PON. This edit was established to ensure that DCPS employee records are not closed erroneously by CAO actions.
9007	<b>EMPLOYEE SSAN ALREADY EXISTS</b> An employee record exists with this employee SSAN. Verify the correct SSAN. If the SSAN is in error on the personnel file, take corrective action immediately. If the personnel record is correct, contact the payroll technician to identify the cause of the problem and coordinate the appropriate corrective action.

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## Reading the Payroll Reject Report, Continued

Payroll Reject Error Message Numbers and Definitions	
Error Message Number	Translation: Further Explanation
PROC	<p>NOA HAS PROCESSED FOR PAY; HOWEVER, THE FOLLOWING FIELDS WERE FOUND TO BE INVALID</p> <p>This message indicates that the NOAC being sent has processed for pay purposes, however, an error exists with an unrelated TSP or FEHB data element. EXAMPLE:</p> <ul style="list-style-type: none"> <li>▪ NOAC 893 for a FERS employee flowed to payroll. The TSP-SCD or TSP-ELIGIBILITY-DATE was missing or invalid. The 893 is not related to the TSP error condition so it will be processed, but the TSP date field that caused the error must still be corrected in DCPDS using PTI 1TS.</li> <li>▪ If the NOAC is “TSP” or the retirement code changes to FERS (K, L, M, N) the entire transaction will reject to personnel.</li> </ul>
DCPDS Table Name: CIVDOD_PAYROLL_ERROR_MESSAGE	

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**Reading the Payroll Reject Report, Continued**

<b>Payroll Reject Error Codes – Data Element In Error</b>	
<b>Data Field Number</b>	<b>Data Field</b>
01	UIC
02	SSAN
03	Name
04	DOB
05	Citizenship
06	SCD-Leave
07	FEGLI
08	Retirement Code
09	Nature of Action Code
10	Eff Date of Action
11	Pay Plan
12	Occupational Series
13	Grade
14	Step
15	Pay Basis
16	GSA Geoloc
18	Work Schedule
19	Pay Rate Determinant
21	Annuitant Indicator
22	FLSA
23	Hours Scheduled/Wrk Hrs Wk Fraction
24	Health Benefits Plan/Status
25	FEHB tot Cost Temps Ind
26	SOID ID
27	Cash Award Amount
28	Dt FEHB Eff
29	Duty Status
31	Retained Pay Plan
32	Agcy Cd Transferred To/From
42	Corrected SSAN
43	TSP Vesting Svc Compt Dt
44	TSP Elig Dt
45	TSP Status Code
46	Dt Last Equiv Increase
47	Corrected Nature of Act CD

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**Reading the Payroll Reject Report, Continued**

<b>Payroll Reject Error Codes – Data Element In Error</b>	
<b>Data Field Number</b>	<b>Data Field</b>
50	Basic Salary
51	Sal Left to Earn
52	Payroll Off Id
53	Pers Off Ident
54	Part Time Indicator
55	Premium Pay Indicator
56	Pay Table Ident
57	Org Structure/Payroll Org-Cd
58	Retir Annuity Sum Flag
59	Severance Pay Sum Flag
60	Sev Pay Weekly Amt Flag
61	Temp Appt Expire
62	Dt Limited Appt Expire
63	Dt Temp Promotion Expire
64	Dt Temp Posn Chg Expire
65	NTE Date
66	Locality Adjustment
67	Staffing Differential Pay
68	Retention Allowance
69	Supervisory Diff Pay
70	Hors Left to Work
71	Curr Appt Auth Cd 1
72	Curr Appt Auth CD 2
73	TSP Rate
74	TSP Empl Amt
75	TSP Status Date
76	TSP Empl Rate C
77	TSP Empl Rate F
78	TSP Empl Rate G
79	Dt Prob Tri Prd Ends
80	Servicing Agency
81	Agency Code
82	Dt Ariv Svcg SOID
83	NAF Retirmnt Pin Indicatr
84	Drawdown-Action-Ind

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**Reading the Payroll Reject Report, Continued**

<b>Payroll Reject Error Codes – Data Element In Error</b>	
<b>Data Field Number</b>	<b>Data Field</b>
85	TSP Catch-Up Contribution Amount
86	Locality Percent
87	Retained Locality Percent
89	LEO Indicator
90	Retained Grade
91	Retained Step
92	Previous Payroll Off Id
93	Reserve Category
94	Retained Pay Table Ident
95	Dt Earliest NOA Eff
97	Empl-Entitlement
98	Empl-Entitlement-Amt-Pct
A0	IP Number
A1	AR-WG-LDR-SRY-HR
A2	AR-WG-SPV-SRY-HR
A3	LQA-Amt-Purchase
A4	LQA-Amt-Rent
A5	LQA-Amt-Utility
A6	LQA-Purch-Crncy-Type
A7	LQA-Rent-Crncy-Type
A8	LQA-Util-Crncy-Type
A9	LQA-Location
B1	LQA-Quarters-Type
B2	LQA-Shared-Pct
B3	LQA-Nr-Fam-Mbrs
B4	LQA-Summer-Rec-Ind
B5	LQA-Quarters-Group
B6	PAL-Nr-Fam-Mbrs
B7	PAL-Location
B8	DPY-Location
B9	SMA-Cat
C1	PDF-Location
C3	Faculty-Rank-Ind
<b>DCPDS Table Name: CIVDOD_DCPS_PAYROLL_REJ_XVAL</b>	